



National Science Foundation

Competitive Position Vacancy

ANNOUNCEMENT NO: C20010004

OPEN: 10/06/2000

CLOSE: 11/06/2000

POSITION VACANT: Secretary (Office Automation), GS-318-9/10. Annual salary ranges from \$35,310 to \$50,554.

PROMOTION POTENTIAL: Secretary (Office Automation), GS-318-10.

LOCATION: Office of the Assistant Director (OAD), Directorate for Social, Behavioral and Economic Sciences (SBE), Arlington, VA.

BARGAINING UNIT STATUS: This position is excluded from the bargaining unit and will be filled in accordance with the Merit Promotion Plan described in NSF Manual 14 (PER II-500).

AREA OF CONSIDERATION: All Sources. This position is open to status and non-status candidates, as well as candidates eligible for appointment under special non-competitive appointing authorities.

DUTIES AND RESPONSIBILITIES: The incumbent acts as a key member of the staff by serving as principal secretary for the Directorate and by managing the day-to-day operations of the Assistant Director's office. The incumbent also contributes to complex, special tasks as assigned, working independently or in conjunction with OAD/SBE senior staff members. Specifically the incumbent:

- ◆ Controls Assistant Director's calendar and schedules appointments based upon personal knowledge of the supervisor's wishes, workload, and commitments. Reminds supervisor of appointments and secures required background information. Using independent judgment reschedules activities when conflicts arise.
- ◆ Serves as the primary liaison for the OAD/SBE with the NSF Director's Office, the National Science Board, and other NSF Directorates for the purpose of setting schedules, coordinating joint activities, and obtaining or providing information pertaining to the OAD or SBE programs. Often acts in a liaison capacity with Congressional staff members and foreign office representatives.
- ◆ Advises staff on proper courtesies and accepted procedures for transmitting documents inside as well as outside NSF. Advises staff of proper protocol involving invitations and attendance of the Assistant Director (AD) and staff at various high-level meetings with high-ranking officials.
- ◆ Receives and controls all correspondence and documents addressed to the AD/SBE, including actions referred by the NSF Director and Deputy Director, general correspondence, foreign and Congressional correspondence, publications, and NSF or Government-wide directives and regulations. Independently determines where actions should be assigned, maintains a current Directorate suspense log, and forwards to appropriate SBE staff. Screens items to be handled personally and takes appropriate action.
- ◆ Arranges all foreign and domestic official travel for the AD/SBE. Prepares travel authorizations and secures necessary clearance and approvals. Obtains transportation tickets and, as necessary, travel advances, passports, and health certificates. Coordinates travel itinerary with cognizant Directorate staff and makes reservations for hotel accommodations as required.

- ◆ Arranges meetings and seminars for the AD/SBE.
- ◆ Prepares narrative and tabular materials using standard computer software packages. Preparation of correspondence, memos, reports, etc. may involve highly technical and scientific materials requiring a knowledge of specialized and scientific terminology and sophisticated knowledge of computer software packages.
- ◆ Assists the AD/SBE in preparing papers and speeches for official occasions, Congressional testimony, seminars, high-level briefings, and the like. Tasks include researching and assembling background material, as requested, preparing text in appropriate format, and arranging for reproduction and distribution. In preparation for Congressional appearances, incumbent coordinates closely with the Congressional Affairs Section to ensure proper timing and delivery for printed testimony.

QUALIFICATIONS REQUIRED: The Qualification Standards Handbook for General Schedule Positions will apply. U.S. CITIZENSHIP IS REQUIRED. Applicants must possess one year of specialized experience equivalent to the next lower grade for which applying. **Specialized experience:** is experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and is typically in or related to the work of the position to be filled. **Time-in-Grade Requirement:** Candidates must have completed at least one year of service in a position at the next lower grade level in the normal line of promotion progression for this occupation.

SELECTIVE FACTOR: Applicants must possess the following skill to be rated eligible:

- Skill in operating a personal computer using commonly available software for word processing, database management, and spreadsheets.

QUALITY RANKING FACTORS:

- Ability to coordinate priorities and commitments of an office in order to serve as a liaison, prepare background material, and anticipate information requirements.
- Skill in using computer software packages for word processing, database management, and spreadsheets.
- Ability to interact with individuals at all levels in order to promote teamwork and facilitate expeditious handling of responses to inquiries, correspondence, and action items.
- Knowledge of correspondence and other procedures for communicating with individuals in the public and private sectors, including the White House and Congressional offices.

BASIS FOR RATING: Final ranking is based on an evaluation of your experience, education and training as they relate to the knowledge, skills and abilities specified in the Selective Factor, if any, and the Quality Ranking Factors. Current performance appraisal and awards may also be used in the evaluation process.

CONDITIONS OF EMPLOYMENT: Appointment to this position is contingent upon successful completion of the appropriate background investigation. Satisfactory completion of a one-year probationary period may also be required.

Status candidates who wish to be considered under both merit promotion and delegated competitive examining procedures must submit two complete applications. If only one application is received, it will be considered under the merit promotion program.

Applicants who are eligible for appointment under special non-competitive appointing authorities must clearly specify your specific eligibility and provide proof with your application. Otherwise, the application will be considered under competitive procedures.

Applicants applying for special selection priority under the Interagency Career Transition Assistance Program must submit proof of eligibility (i.e., RIF separation notice, *Notification of Personnel Action* (SF-50) stating you were separated by RIF, OR a letter from your agency documenting your special selection priority status); copy of your current performance appraisal; and documentation of promotion potential in the position from which separated. To be determined well qualified to receive special selection priority for this position, you must meet all qualification and eligibility requirements, all selective factors, and be rated at the above average level or higher in each quality ranking factor.

Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three years or more of continuous active service may apply. Veteran candidates should attach a copy of your DD214; and, if applicable, *Application for 10-Point Veteran's Preference* (SF15), along with documentation specified on the form. (This is not necessary for status candidates for consideration under merit promotion procedures).

You must specify the job announcement number, and title and grade(s) of the job for which you are applying. You should also provide the following information: • Your country of citizenship. • Your social security number. • Information about your education, including (1) high school graduation date and (2) college/university information - your major, and type and year of degree(s). If no degree, show total credits earned and indicate whether semester or quarter hours. • Information about all your work experience related to this job, including job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and annual salary. If you held various positions with the same employer, describe each separately. • If you have Federal civilian experience, indicate the highest grade held, the job series, and dates held. • The brochure *Applying for a Federal Job* provides information on the Federal job application process; it is available by calling the number listed below. **If your application does not provide all the information requested in the vacancy announcement, you may lose consideration for this job.**

The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

HOW TO APPLY: You may apply for this position with the *Optional Application for Federal Employment* (OF-612), the older *Application for Federal Employment* (SF-171), a resume, or other application format of your choice - so long as it contains the necessary information (summarized below). Status candidates must also submit a *Notification of Personnel Action* (SF-50), showing competitive status, and a current Performance Appraisal. In order to ensure full consideration, it is recommended that you submit a supplemental statement which specifically addresses how your background and experience relate to each Selective and Quality Ranking Factor listed on this announcement.

Submit all application material to National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230, Attn: Announcement Number C20010004. In addition to the required application materials, you are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment. The information will be used for statistical purposes only. **ALL FORMS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.** For additional information call Fred Person on (703) 292-4369. Hearing impaired individuals may call TDD (703) 292-8044.

**NSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A
HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.**

**NATIONAL SCIENCE FOUNDATION
APPLICANT SURVEY**

**OMB No. 3145-0096
Expiration: August 2002**

Vacancy Ann. #: _____

Position Status (temporary/permanent): _____

Position Title/Series/Grade: _____

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: _____

2. Year of Birth: _____

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

01 - Newspaper (specify)

10 - Federal, State or local job information center

02 - Contact with NSF Personnel Office

11 - State vocational rehabilitation agency or

(Agency Bulletin Board or other Announcement)

Veterans Administration

03 - NSF-initiated personal contact

12 - State employment office

04 - Science Magazine, or other professional journal or magazine

13 - School or college counselor or other official

(specify)

14 - Private job Information service

05 - Affirmative Action Register

15 - Private employment service

06 - Attendance at conference, meeting or job fair

16 - Friend or relative working at NSF

(specify)

17 - Friend or relative not working at NSF

07 - NSF recruitment at school or college

18 - NSF website

08 - Colleague referral

19 - Internet or other website

09 - NSF Bulletin

20 - Other (specify)

4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)

A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.

B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.

C. **Black, not of Hispanic origin.** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.

D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.) F - Female M - Male

6. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis; 6. Complete paralysis; 7.

Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER